



Work Health and Safety Roles and Responsibilities at a glance

The *Work Health and Safety Act 2011* (WHS Act) sets out four specific groups of work health and safety (WHS) duty holders. An overview of the responsibilities of these duty holders is provided in the table below. For more information, email the WHS and Injury Management Adviser (whs@ausport.gov.au).

Role	Responsibility
<p>PCBU</p> <p>The ASC, as a 'person conducting a business or undertaking' (PCBU), has a primary duty of care under the WHS Act to ensure the health and safety of workers and other persons at the workplace.</p>	<p>The ASC has a responsibility to ensure, so far as is reasonably practicable, the ASC:</p> <ul style="list-style-type: none"> • Provides and maintains a work environment without risks to health and safety • Provides and maintains plant, structure and systems of work that are safe and do not pose health risks • Ensures the safe use, handling, storage and transport of plant, structure and substances • Provides adequate facilities for the welfare of workers at work • Provides information, instruction, training or supervision to workers needed for them to work without risks to their health and safety and that of others around them • Ensures the health of workers and the conditions of the workplace are monitored to prevent injury or illness arising out of the conduct of the business or undertaking, and • Maintains any accommodation owned or under their management and control to ensure the health and safety of workers occupying the premises. <p>See s19 of the WHS Act.</p>
<p>Officers</p> <p>An officer is a person who has significant decision-making abilities and financial control over a Person Conducting a Business or Undertaking (PCBU) or a substantial part of a PCBU.</p> <p>For the ASC, Officers are generally our Deputy General Managers and above.</p>	<p>Officers must exercise due diligence to ensure the PCBU complies with its WHS duties. Due diligence is covered at s27(5) of the WHS Act.</p> <p>The ASC expects its Officers to:</p> <ul style="list-style-type: none"> • Demonstrate effective WHS leadership • Ensure that safety is integrated into all business strategies, plans and operations • Support managers and their staff to implement WHS initiatives, driving continuous WHS improvement • Endorse the ASC WHS Policy Statement signed by the CEO • Ensure that ASC staff and other persons are complying with their WHS responsibilities and are held accountable • Seek assurance that WHS risk management systems are in place and are effective, and • Review WHS performance.
<p>Workers</p> <p>Line Managers and Supervisors, Staff, work experience persons and volunteers</p> <p>Apprentices and trainees</p> <p>Contractors and sub-contractors</p> <p>Employees of contractors or sub-contractors</p> <p>Labour hire company employees</p>	<p>In addition to Worker responsibilities set out at s28 of the WHS Act, the ASC expects its workers to:</p> <ul style="list-style-type: none"> • Maintain up-to-date knowledge of WHS matters, including WHS hazards and risks • Engage with the ASC regarding their WHS responsibilities • Complete WHS training as required • Raise WHS topics at team planning and discussions • Ensure they receive, consider and respond to information regarding incidents, hazards and risks.
<p>Other Persons</p> <p>Athletes</p> <p>Students</p> <p>Visitors</p>	<p>The WHS Act at s29 provides that any other person at an ASC workplace must:</p> <ul style="list-style-type: none"> • Take reasonable care for their own health and safety and that of others • Comply with instructions in relation to WHS • Use personal protective equipment and clothing as required • Promptly report hazards, injuries and incidents, including near misses, and • Cooperate with emergency procedures.

